

**OFFICE OF ADMINISTRATIVE HEARINGS
STATE OF CALIFORNIA**

NOTICE OF RESOLUTION SESSION OUTCOME

ATTENTION SCHOOL DISTRICT: The California Department of Education (CDE) has requested that the Office of Administrative Hearings (OAH) collect data on resolution session outcomes.

When a student files a request for due process hearing, the District is required to hold a resolution session within 15 days of receiving the due process hearing request. (20 USC § 1415(f).) CDE has requested that the District report the status and outcome of the resolution session to OAH within 5 calendar days of the resolution session.

Upon completion of the resolution session, the District should complete and FAX this form to the Office of Administrative Hearings at 916-376-6319. In lieu of fax, the District may also mail the completed form to the Office of Administrative Hearings, 2349 Gateway Oaks Drive, Suite 200, Sacramento, CA 95833.

**THIS IS A RECORD KEEPING FORM ONLY. NO ACTION WILL BE TAKEN ON THE CASE BASED
UPON THIS FORM.**

NOTICE OF RESOLUTION OUTCOME

REQUIRED INFORMATION

STUDENT NAME: _____

CASE NO: _____

DISTRICT NAME: _____

NAME OF PERSON FILLING OUT FORM: _____

DATE DISTRICT RECEIVED NOTICE OF DUE PROCESS COMPLAINT _____

Was a Resolution Session held? ☐ Yes Date held: _____ ☐ No If no, please indicate the reason:
(Check one box)

- ☐ The parent and the LEA agreed in writing to waive the meeting.
- ☐ The parent and the LEA agreed to use the mediation process.
- ☐ The parent failed to participate in the resolution meeting despite reasonable efforts from the LEA to obtain parent participation.
- ☐ The LEA failed to schedule a resolution meeting.

Was the matter resolved at the Resolution Session? ☐ Yes ☐ No

Did the Resolution Session result in a written settlement agreement? ☐ Yes ☐ No

Did the parties jointly waive, in writing, the Resolution Session? ☐ Yes ☐ No